CWI
Helpful Hints
And
Frequently Asked Questions (FAQ)

DID YOU KNOW:

1. If you want to enter the same value into multiple contiguous hours of an account, you can easily do so by using a "value*multiplier" syntax. For example, if you want to enter 50 into HE4 through HE20, select hour HE4 and enter "50*17" and press the "enter" key. The effect will be to place the number 50 into the current hour (HE4) and the next 16 hours for a total of 17 hours. The cursor will be on HE21 when the operation is complete.
2. You can use the "enter" or "tab" key to move from hour to hour in an account. If you don't enter a new number, the existing number will remain in the hour field. You can hold down the "tab" or "enter" key to automatically move forward through multiple hours.
3. The display will automatically correct the sign of any values entered. For example, if an account should have negative numbers in it and you enter a positive value, the value will automatically be changed to a negative value. The same is true if you enter a negative number into a positive account, it will be changed to a positive value.
4. When making edits on a display with more than 10 accounts in it, you can move forward and back through the accounts, 10 at a time, using the "Page Forward / Back" buttons without loosing your edits. When you have finished making all of your edits, press the "Submit Edits" button. Even though some edits may be on a different page, they will still be submitted.
5. If the checkbox titled "Only Show Accounts With Data" is not checked, ALL accounts that you are eligible to view will be returned, regardless of whether they contain data. Note: Even though the account may not have data in it, it will be displayed with zero (0) values. When you unselect this box, it is recommended that you use the filter selections to limit the number of rows returned.
6. The filter drop down boxes will greatly reduce the number of accounts returned and speed up the display. If you know the source, sink, or other information about the account(s) you are looking for, always try to select them from the title drop down boxes.
7. When you change a value in a cell, the background turns green and the hour on the total row also turns green. If any hour on any one of the pages (if more than 10 accounts are returned) has been edited, the total for that hour will be green.

8. If any hour on any page has a status of refused/Invalid (i.e., red) or received/pending (i.e., yellow), the total for the hour will also be red or yellow, depending. Green has precedence over red that has precedence over yellow.

9. When the display is first called up, it defaults to day zero (0). If you type an account number in and press enter, the account will be returned (if it exists) for day zero. If you select a different day (-5 to +5), that same account will be returned for the new day selected.

10. If you are currently looking at day +1, when you type in an account number and press enter, the new account number will also be returned for day +1. If you then select day zero (0), the display will return the account for day zero (0). When you type yet another account in and press enter, it will be returned for day zero. Essentially the display will "stick" to whichever day you select.

11. Even if you haven't made any edits, you can refresh the display by selecting the "submit edits" button. The added benefit of doing this is that the current page you are on will be maintained and refreshed. However, it may take longer to refresh than if you had selected a +5 to –5 buttons. And, any edits that may have been made WILL be submitted.

12. The display does NOT automatically refresh itself when statuses or values are modified on the scheduling system. You must manually refresh the display by selecting one of the –5 to +5 buttons or the "Submit Edits" button.

13. It can take several minutes to process a large submittal of values and it may be necessary to refresh the display several times (or wait a minute or two) before you see all values and status in their final state.